

FIG.1

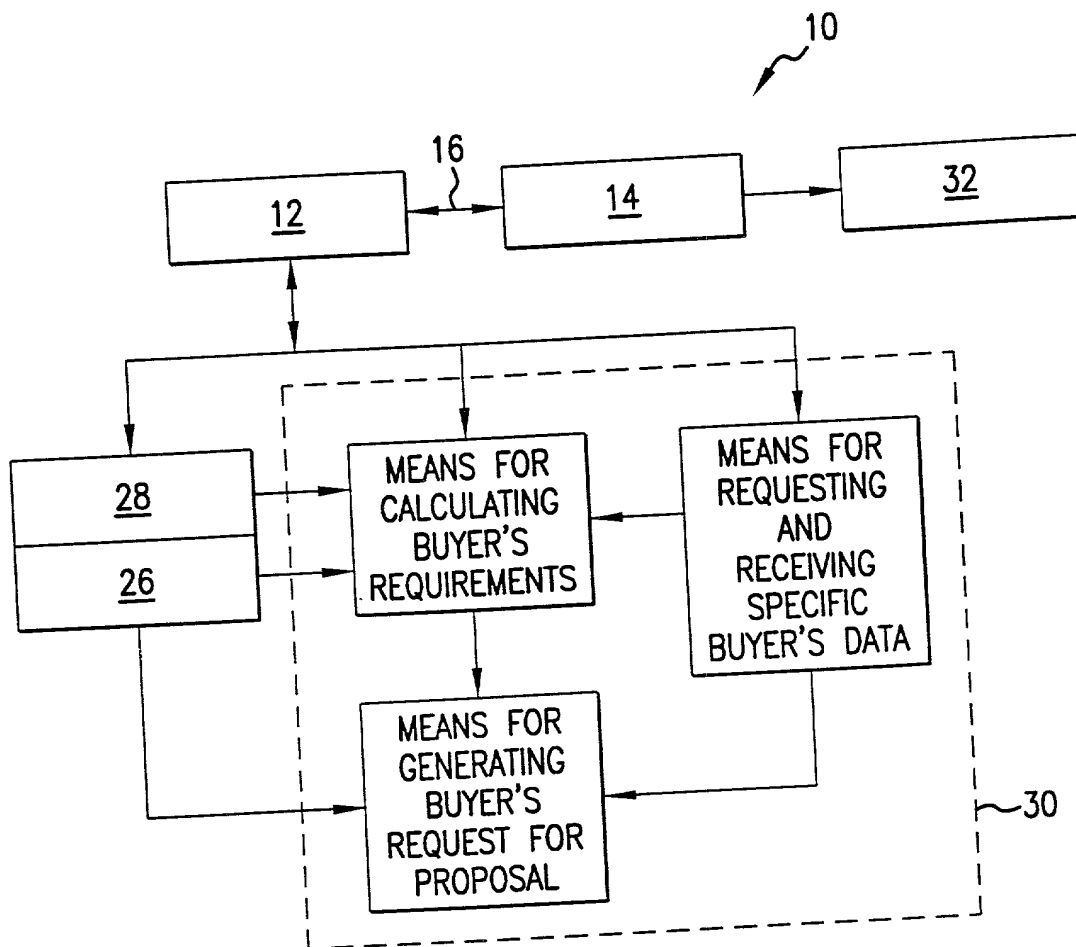


FIG.2

40

☐ ELLIOT PRICING MATRIX APPLICATION

CUSTOMER INFORMATION50

SPECIFICATION TABLE MAINTENANCE52

DEFAULT BUILDING ADMINISTRATION55

WAGE SPECIFIC ADMINISTRATION57

ELLIOT PRICING MATRIX60

PRINT MENU65

EXIT70

☐ START

☐ ELLIOT PRICING MATRIX A...

☐ 8.BMP - PAINT

☐ ☐ ☐ ☐ ☐ ☐ 5:41 PM

FIG.3

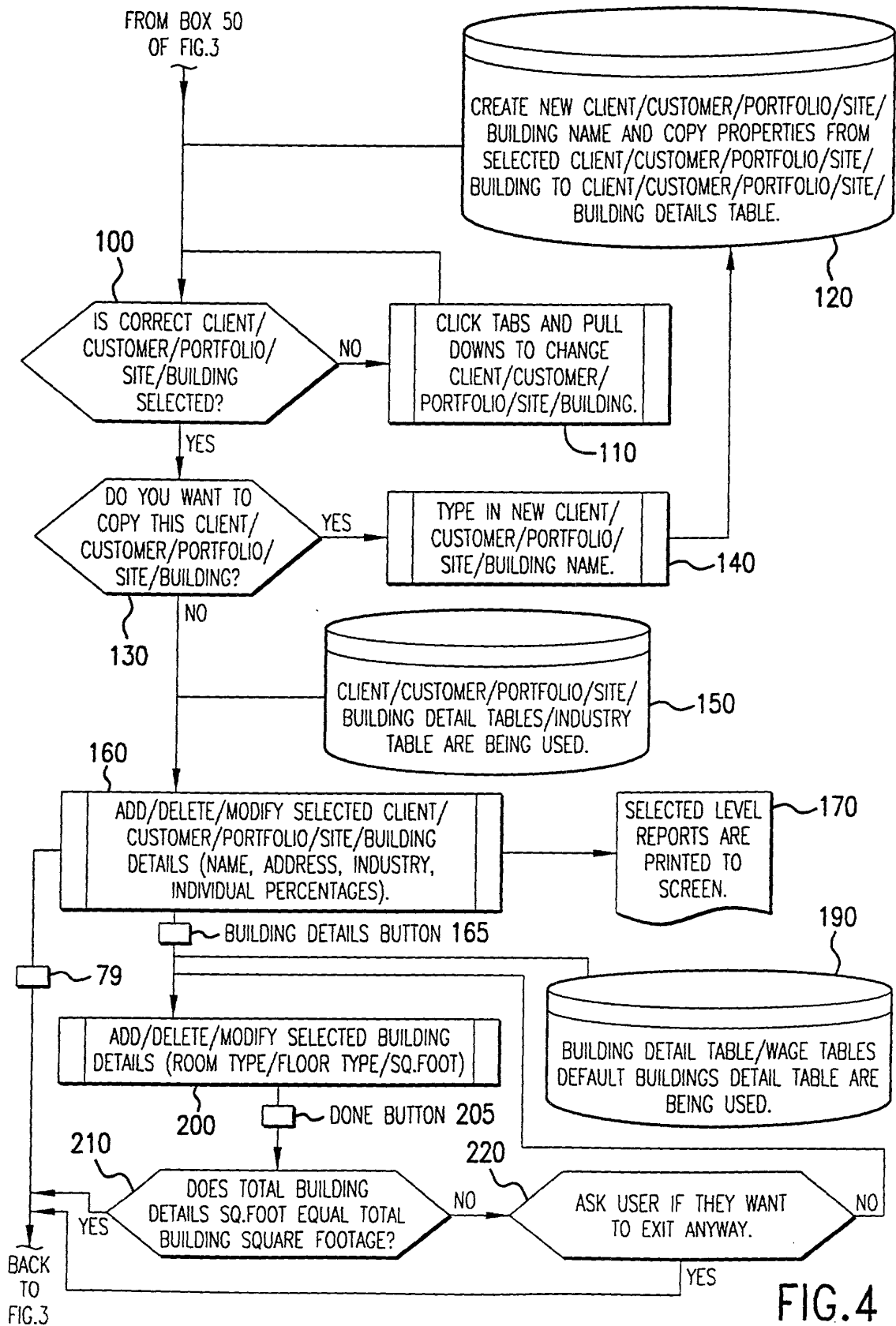


FIG. 4



☐ CUSTOMER INFO

☐ START

☐ 2.BMP - PAINT

☐ CUSTOMER INFO

☐ 5:42 PM

☐ CUSTOMER

☐ PORTFOLIO

☐ SITE

☐ BUILDING

☐ CLIENT

NAME  
 CLIENT NAME 1

ADDRESS LINE 1  
 1 VINCE STREET

ADDRESS LINE 2  
 SUITE c11

CITY  
 BALTIMORE

STATE  
 MD

ZIPCODE  
 21000

☐ ADD

☐ COPY

☐ EDIT

☐ DELETE

76

77

77

77

78

TAXES, INS.,  
 H/W, VAC.,  
 SICK

UNIFORMS

EQUIPMENT

SUPPLIES

PAPER &  
 CONSUMABLE  
 SUPPLIES

OVERHEAD  
 EXPENSES

PROFIT  
 MARKUP  
 OVER COSTS

REPORT

INDUSTRY

OFFICE

HOSPITAL

NUCLEAR

OFFICE

MANUFACTURING

RETAIL

EDUCATIONAL

3.3%

2.2%

3.4%

1%

3%

3%

3%

76

77

77

77

78

DONE

79

FIG. 5B



BUILDING CREATION/EDIT

700

SELECT A BUILDING TYPE: HIGH RISE ▾

DEFAULT BUILDING CHARACTERISTICS		
ROOM TYPE	FLOOR COVERING	PERCENT
▷ CONFERENCE ROOM	CARPET	5
CONFERENCE ROOM	CARPET	5.7
COPY ROOM	WAXABLE	9
CORRIDOR/OFFICES	CARPET	15
CUBICAL/OFFICES	CARPET	44
ELEVATOR	CARPET	0.05
GEN. OFFICES	CARPET	17
LOBBY	WAXABLE	0.25
REST ROOMS	NON-WAXABLE	4

701

DIFFERENCE OF  
TOTAL BUILDING  
SPACE  
CUSTOMER  
BUILDING  
CHARACTERISTICS

710 0

707

ADD DEFAULTS

DONE

205

CURRENT TOTAL  
OF ALL CUSTOMER  
BUILDING  
CHARACTERISTICS

3000

BUILDING NAME: BUILDING NAME 1

TOTAL BUILDING SPACE: 3000

WAGE RATE: \$ 8 ▾ SUPPLY EXPENSE: \$ 1000

GROSS SQUARE FOOTAGE 704 ○ NET SQUARE FOOTAGE 709

ADD ROOM TYPE

ADD FLOOR COVERING

CUSTOMER BUILDING CHARACTERISTICS

ROOM TYPE	FLOOR COVERING	SQUARE FOOTAGE
▷ CLASS ROOM	CARPET	1000
CONFERENCE ROOM	CARPET	500
COPY ROOM	CARPET	500
CORRIDOR/OFFICES	CONCRETE	1000
*		

706

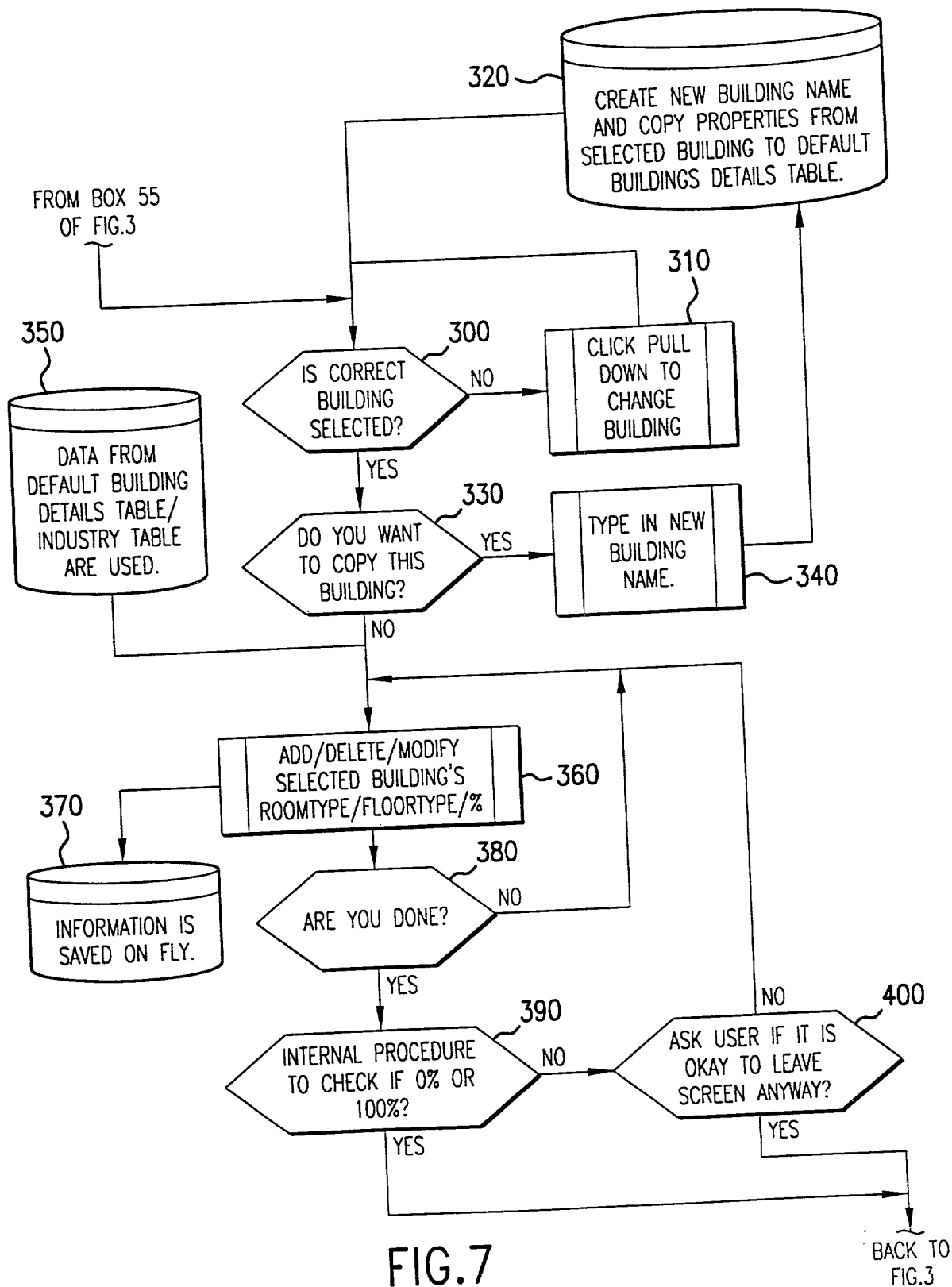
☐ START

☐ ADOBE PHOTOSHOP

BUILDING CREATION/EDIT

□ □ □ □ □ □ 5:33 PM





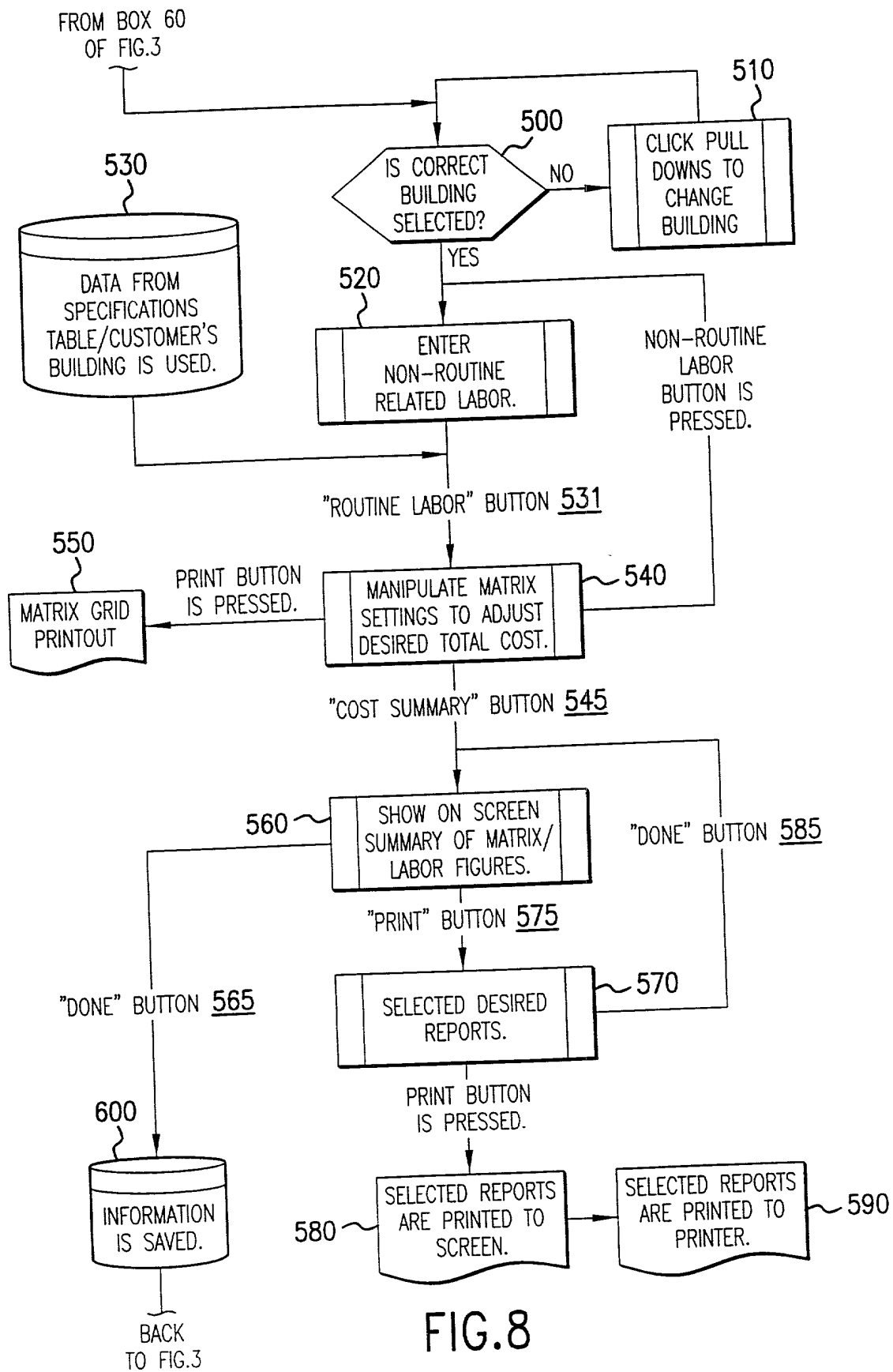


FIG.8

715

FIG. 9

ROOM TYPE TABLE	
ROOM TYPE	
CONFERENCE ROOM	
COPY ROOM	
CORRIDOR/OFFICES	
CORRIDOR/PUBLIC	
CUBICAL/OFFICES	
ELEVATOR	
EXEC. OFFICES	
FILE ROOM	
GEN. OFFICES	
LOBBY	
REST ROOMS	
VENDING ROOM	
MECHANICAL RM	
STAIRWELL	
EXTERIOR ENT.	
CLASS ROOM	
HOUSEKEEPING CLOSET	
LIGHT INDUSTRIAL	
LOCKER ROOM	
TUNNEL	
KITCHENETTE	

RETURN TO FIG.9

☐ ELLIOT PRICING MATRIX APPLICATION

CUSTOMER INFORMATION

NTENANCE

ISTRATION

STRATION

TRIX

DEFAULT FLOOR COVERINGS

FLOOR COVERING TABLE

FLOOR COVERING
▷ CARPET
WAXABLE
NON-WAXABLE
VC TILE
CONCRETE
CERAMIC
*

DONE 719

RETURN TO FIG.9

☐ START

☐ 12.BMP - PAINT

☐ ELLIOT PRICING MATRIX APPICA...

☐ 5:44 PM

FIG.11

FIG. 12

EDIT SPECIFICATIONS FOR / - RATING 92 - VERSION A

EDIT SPECIFICATIONS FOR / - RATING 92 - VERSION A

VERSION A FOR ROOM TYPE=CLASS ROOM AND FLOOR TYPE=CARPET

ACTIVITY	FACILITY
SPOT CLEAN ALL WALLS, LIGHT SWITCHES & DOORS.	255
USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	255
CLEAN CHALK BOARDS WITH ERASER & CLEAN OUT CHALK TRAY.	255
DAMP CLEAN & SANITIZE TABLE TOPS.	255
EMPTY THE TRASH INTO THE TRASH CART. REPLACE THE LINERS IF THEY ARE TORN OR SOILED.	255
SANITIZE TELEPHONES INCLUDING EAR & MOUTH PIECES.	255
DETAIL VACUUM CARPETED FLOORS, CORNERS & EDGES.	255
PROVIDE SUPERVISION TO ENSURE COMPLIANCE WITH SPECIFICATIONS & ONGOING TRAINING.	255
SPOT CLEAN BACKS & SEAT OF CHAIRS.	222
DAMP WIPE WASTE CONTAINERS AS NEEDED. REPLACE THE LINER AS NEEDED & PUT THE CONTAINER BACK.	204
DUST LOW AREAS & HIGH AREAS WHICH ARE WITHIN NORMAL REACH.	153
DUST OR VACUUM VENETIAN BLINDS.	51
SURFACE CLEAN CARPETS USING A SPIN CLEAN PAD.	9
HOT WATER EXTRACT CARPETING, USING HIGH PRESSURE EXTRACTION EQUIPMENT.	3

CLOSE

RETURN TO FIG.9

☐ START

☐ 13.BMP - PAINT

☐ ELLIOT PRIC...

☐ SPECIFICATIONS TABLE

5:41 PM

FIG.13

**FIG. 14**



DEFAULT BUILDING TYPES														
BUILDING TYPE TABLE														
BUILDING NAME	INDUSTRY													
MEDIUM BUILDING	NUCLEAR	ER INFORMATION												
SMALL BUILDING	NUCLEAR													
NEW BUILDING	HOSPITAL													
LOW RISE	OFFICE													
HIGH RISE	OFFICE	TABLE MAINTENANCE												
LARGE	HOSPITAL													
LARGE	EDUCATIONAL													
SMALL	EDUCATIONAL	DING ADMINISTRATION												
> LOW RISE	OFFICE													
<	OFFICE	FIC ADMINISTRATION												
INDUSTRY NAME	TAXES									UNIFORMS	EQUIPMENT	SUPPLIES	OVERHEAD	PROFIT
HOSPITAL	2.2									2.25	2.36	2.377	2.5	1.3
NUCLEAR	3.5									3.1	2	0.2	5	1.2
OFFICE	3.3	2.2	3.4	1	3	3								
MANUFACTURING	3.2	1.2	2.4	3.7	2.1	5.4								
RETAIL	1.2	2.2	1.5	2.1	1.2	2.2								
EDUCATIONAL	0.09	1.1	1.2	1.3	2.1	2.2								

~ RETURN TO FIG.14

DONE

☐ START
 ☐ 16.BMP - PAINT
 ☐ ELLIOT PRICING MATRIX APPLICA...

□ □ □ □ □ □ □ □
5:48 PM

FIG. 15



☐ ELLIOT PRICING MATRIX APPLICATION

DEFAULT WAGES

LIST BY: ☒ CITY ☐ WAGE TYPE

CITY TABLE

WAGE TYPE TABLE

WAGE TABLE		
CITY	WAGE TYPE	WAGE
> BALTIMORE	NON-UNION-SUBURBAN	\$5.36
BALTIMORE	NON-UNION-URBAN	\$4.25
BALTIMORE	UNION-SUBURBAN	\$6.25
BALTIMORE	UNION-URBAN	\$6.50
DALLAS	NON-UNION-SUBURBAN	\$8.50
DALLAS	NON-UNION-URBAN	\$8.75
DALLAS	UNION-SUBURBAN	\$10.50
DALLAS	UNION-URBAN	\$11.75

DONE

RETURN TO FIG.3

N

ENANCE

RATION

ATION

X

☐ START

☐ 18.BMP -- PAINT

☐ ELLIOT PRICING MATRIX APPLICATION...

5:49 PM

FIG.17

☐ ELLIOT PRICING MATRIX - ROUTINE AND NON-ROUTINE SELECTION

CLIENT NAME

CLIENT NAME 1 ▾

CUSTOMER NAME

CUSTOMER NAME 1 ▾

PORFOLIO NAME

PORFOLIO NAME 1 ▾

SITE NAME

SITE NAME 1 ▾

BUILDING NAME

BUILDING NAME 1 ▾

SELECT BUILDING

CANCEL CHANGES

RETURN TO FIG.3

☐ START
 ☐ 22.BMP - PAINT

☐ 5:50 PM

FIG. 18

SCOPE OF WORK						
SCOPE OR WORK AREA	WAGE	TOTAL ANNUAL HOURS	BENEFIT %	FTE	SHIFT DURATION	HEAD COUNT
ANNUAL WEEKEND	5.45	2080	3%	1.00	4 ▽	2.00
ANNUAL DAY STAFF	5	120	3%	0.06	4 ▽	0.12
ANNUAL MANAGEMENT	27	48	3%	0.02	0 ▽	0.02
ANNUAL OTHER	6.35	100	3%	0.05	5 ▽	0.08
ANNUAL ROUTINE	8		3%		2 ▽	
TO FIG.20		2348	3%	1.13		2.22
		FROM FIG.6	FROM FIG.5C			

**FIG. 19**

ELLIOT PRICING MATRIX - ROUTINE CLEANING

CLIENT NAME

CLIENT NAME 1

CUSTOMER NAME

CUSTOMER NAME 1

PORFOLIO NAME

PORFOLIO NAME 1

SITE NAME

SITE NAME 1

BUILDING NAME

BUILDING NAME 1

575

PRINT REPORTS

545

COST SUMMARY

732

SELECT QUALITY

CUSTOM

734

PRINT MATRIX

733

ROOM/FLOOR TYPE	SQ. FT.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
CLASS ROOM/CARPET	1000	92	88	84	79	73	68	65	61	57	51	47	42	35	29	23	19	16	13	0	0
CONFERENCE ROOM/CARPET	500	98	93	88	82	78	72	67	61	56	50	45	41	38	33	27	22	16	12	9	3
COPY ROOM/CARPET	500	88	83	78	73	69	64	59	54	49	43	38	35	30	27	23	18	14	11	9	7
CORRIDOR/OFFICES/CONCRETE	1000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FORM FIG.19

SCOPE OF WORK

TOTAL ROUTINE COST

\$33,318.02

TOTAL SQUARE FOOTAGE

3,000

AVG. COST/SQ. FOOT

\$11.11

AVG. STAFF PRODUCTIVITY

786.7

AVG. QUALITY

45.0%

SUPPLY EXPENSE

\$1,000.00

RETURN TO FIG.3

DONE

565

START

24.BMP - PAINT

ELLIOT PRICING MATRIX - RO...

5:51 PM

FIG.20

**COST SUMMARY**

[-] [X]

	BUILDING	% OF BID	COST	FROM	WAGE	ANN. HOURS	FTE	SHFT.	DUR.	HEAD CT.
ROUTINE LABOR	3%	38.31%	\$12,763.51	FIG.5C	8	1548.97	.74	2		2.96
WEEKEND LABOR	3%	35.04%	\$11,676.08		5.45	2080	1.00	4		2.00
DAY STAFF LABOR	3%	1.85%	\$618.00		5	FROM	0.06	4		0.12
MANAGEMENT LABOR	3%	4.01%	\$1,334.88		27	FIG.20	0.02	0		0.02
OTHER LABOR	3%	1.96%	\$654.05		6.35	100	0.05	5		0.08
UNIFORM	2.2%	1.73%	\$577.69							
EQUIPMENT	3.4%	2.68%	\$892.80							
SUPPLIES	1%	0.79%	\$262.59							
PAPER & CONSUMABLES	10%	7.88%	\$2,625.88							
OVER HEAD	3%	2.83%	\$942.16							
PROFIT	3%	2.91%	\$970.43							
					10.36	3896.97	1.87			5.18

\$/SQUARE FOOT: \$11.11 FROM FIG.19

\$/HOUR: \$8.55

DONE RETURN TO FIG.20

ANNUAL BID TOTAL: \$33,318.02

585

☐ ROUTINE LABOR

☐ OTHER LABOR

☐ PAPER & CONSUMABLES

☐ WEEKEND LABOR

☐ UNIFORM

☐ OVER HEAD

☐ DAY STAFF LABOR

☐ EQUIPMENT

☐ PROFIT

☐ MANAGEMENT LABOR

☐ SUPPLIES

START

COST SUMMARY

9:37 PM

FIG.21





## CLIENT REPORT

<b>CLIENT INFORMATION</b> CLIENT NAME: CLIENT NAME 1 ADDRESS LINE 1: 1 VINCE STREET ADDRESS LINE 2: SUITE c11 STATE: MD ZIP CODE: 21000	
<b>CLIENT COST INFORMATION</b> TOTAL SUPPLY EXPENSE: \$1,000.00 TOTAL LABOR COST: \$15,723.07	<b>CLIENT INDUSTRY INFORMATION</b> INDUSTRY TYPE: OFFICE TAXES, INS, H/W, VAC., SICK %: 3.30000000 UNIFORMS %: 2.20000000 EQUIPMENT %: 3.40000000 SUPPLIES %: 1.00000000 PAPER & CONSUMABLES %: 3.00000000 OVERHEAD EXPENSES %: 3.00000000 PROFIT MARKUP OVER COSTS %: 3.00000000
<b>CLIENT SUMMARY INFORMATION</b> TOTAL NUMBER OF CUSTOMERS: 3 TOTAL NUMBER OF PORTFOLIOS: 2 TOTAL NUMBER OF SITES: 3 TOTAL NUMBER OF BUILDINGS: 3 TOTAL SQUARE FEET: 3,000 AVERAGE COST/SQUARE FOOT: \$3.98 AVERAGE PRODUCTIVITY RATING: 1,008.75000000 AVERAGE QUALITY RATING: 45.50000000	<b>CLIENT WAGE INFORMATION</b> AVERAGE WAGE RATE: \$8.00

CLIENT DETAILS CUSTOMER NAME	TOTAL # OF PORTFOLIOS	TOTAL SQ. FT.	AVERAGE COST/SQ. FT.	AVERAGE PRODUCTIVITY	AVERAGE QUALITY
CUSTOMER NAME 1	1	3,000	\$3.98	1008.75	45.50
NEW CUSTOMER	1	0	\$0.00	0.00	0.00
VINCE IS CUSTOMER	0	0	\$0.00	0.00	0.00

FIG. 23

## CUSTOMER REPORT

<b>CUSTOMER INFORMATION</b> CUST. NAME: CUSTOMER NAME 1 ADDRESS LINE 1: CUSTOMER ADD 1 ADDRESS LINE 2: STATE: ZIP CODE:	<b>PARENT RELATIONSHIP</b> CLIENT NAME: CLIENT NAME 1
<b>CUSTOMER COST INFORMATION</b> TOTAL SUPPLY EXPENSE: \$1,000.00 TOTAL LABOR COST: \$15,723.07	<b>CUSTOMER INDUSTRY INFORMATION</b> INDUSTRY TYPE: OFFICE TAXES, INS, H/W, VAC., SICK %: 3.30000000 UNIFORMS %: 2.20000000 EQUIPMENT %: 3.40000000 SUPPLIES %: 1.00000000 PAPER & CONSUMABLES %: 3.00000000 OVERHEAD EXPENSES %: 3.00000000 PROFIT MARKUP OVER COSTS %: 3.00000000
<b>CUSTOMER SUMMARY INFORMATION</b> TOTAL NUMBER OF PORTFOLIOS: 1 TOTAL NUMBER OF SITES: 2 TOTAL NUMBER OF BUILDINGS: 2 TOTAL SQUARE FEET: 3,000 AVERAGE COST/SQUARE FOOT: \$3.98 AVERAGE PRODUCTIVITY RATING: 1,008.75000000 AVERAGE QUALITY RATING: 45.50000000	<b>CUSTOMER WAGE INFORMATION</b> AVERAGE WAGE RATE: \$8.00

CUSTOMER DETAILS PORTFOLIO NAME	TOTAL # OF SITES	TOTAL SQ. FT.	AVERAGE COST/SQ. FT.	AVERAGE PRODUCTIVITY	AVERAGE QUALITY
PORTFOLIO NAME 1	2	3,000	\$3.98	1008.75	45.50

FIG.24

## PORTFOLIO REPORT

<b>PORTFOLIO INFORMATION</b> PORT. NAME: PORTFOLIO NAME 1 ADDRESS LINE 1: ADDRESS LINE 2: STATE: ZIP CODE:	<b>PARENT RELATIONSHIP</b> CLIENT NAME: CLIENT NAME 1 CUSTOMER NAME: CUSTOMER NAME 1
<b>PORTFOLIO COST INFORMATION</b> TOTAL SUPPLY EXPENSE: \$1,000.00 TOTAL LABOR COST: \$15,723.07	<b>PORTFOLIO INDUSTRY INFORMATION</b> INDUSTRY TYPE: OFFICE TAXES, INS, H/W, VAC., SICK %: 3.30000000 UNIFORMS %: 2.20000000 EQUIPMENT %: 3.40000000 SUPPLIES %: 1.00000000 PAPER & CONSUMABLES %: 3.00000000 OVERHEAD EXPENSES %: 3.00000000 PROFIT MARKUP OVER COSTS %: 3.00000000
<b>PORTFOLIO SUMMARY INFORMATION</b> TOTAL NUMBER OF SITES: 2 TOTAL NUMBER OF BUILDINGS: 2 TOTAL SQUARE FEET: 3,000 AVERAGE COST/SQUARE FOOT: \$3.98 AVERAGE PRODUCTIVITY RATING: 1,008.75000000 AVERAGE QUALITY RATING: 45.50000000	<b>PORTFOLIO WAGE INFORMATION</b> AVERAGE WAGE RATE: \$8.00

PORTFOLIO DETAILS SITE NAME	TOTAL # OF BUILDINGS	TOTAL SQ. FT.	AVERAGE COST/SQ. FT.	AVERAGE PRODUCTIVITY	AVERAGE QUALITY
HOW DOES IT'S KNOW	0	0	\$0.00	0.00	0.00
SITE NAME 1	2	3,000	\$3.98	1008.75	45.50

FIG.25

## SITE REPORT

<b>SITE INFORMATION</b> SITE NAME: SITE NAME 1 ADDRESS LINE 1: 4 SITE STREET ADDRESS LINE 2: SUITE st4 STATE: MD ZIP CODE: 44444	<b>PARENT RELATIONSHIP</b> CLIENT NAME: CLIENT NAME 1 CUSTOMER NAME: CUSTOMER NAME 1 PORTFOLIO NAME: PORTFOLIO NAME 1
<b>SITE COST INFORMATION</b> TOTAL SUPPLY EXPENSE: \$1,000.00 TOTAL LABOR COST: \$15,723.07	<b>SITE INDUSTRY INFORMATION</b> INDUSTRY TYPE: OFFICE TAXES, INS, H/W, VAC., SICK %: 3.30000000 UNIFORMS %: 2.20000000 EQUIPMENT %: 3.40000000 SUPPLIES %: 1.00000000 PAPER & CONSUMABLES %: 3.00000000 OVERHEAD EXPENSES %: 3.00000000 PROFIT MARKUP OVER COSTS %: 3.00000000
<b>SITE SUMMARY INFORMATION</b> TOTAL NUMBER OF BUILDINGS: 2 TOTAL SQUARE FEET: 3,000 AVERAGE COST/SQUARE FOOT: \$3.98 AVERAGE PRODUCTIVITY RATING: 1,008.75000000 AVERAGE QUALITY RATING: 45.50000000	<b>SITE WAGE INFORMATION</b> AVERAGE WAGE RATE: \$8.00

SITE DETAILS BUILDING NAME	TOTAL # OF ROOM/FLOOR TYPES	TOTAL SQ. FT.	AVERAGE COST/SQ. FT.	AVERAGE PRODUCTIVITY	AVERAGE QUALITY
BUILDING NAME 1	4	3,000	\$3.98	1008.75	45.50
WEIGHTED	0	0	\$0.00	0.00	0.00

FIG.26

[illegible]

ROOM TYPE	FLOOR TYPE
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

## CLEANING SPECIFICATION

ACTIVITY  
FACILITY

153

153

153

153

182

204

153

153

204

102

51

19

26

9

2

FIG. 27A

## BUILDING ROOM/ROOM TYPES DETAILS

ROOM TYPE	FLOOR TYPE	SQ. FT.	COST/SQ. FT.	PRODUCTIVITY	QUALITY
-----------	------------	---------	--------------	--------------	---------

VERSION K FOR ROOM TYPE=COPY ROOM AND FLOOR TYPE=CARPET

ACTIVITY

FACILITY

EMPTY THE TRASH INTO THE TRASH CART. REPLACE THE LINERS IF THEY ARE TORN OR SOILED.

153

DETAIL VACUUM CARPETED FLOORS, CORNERS &amp; EDGES.

153

PROVIDE SUPERVISION TO ENSURE COMPLIANCE WITH SPECIFICATIONS &amp; ONGOING TRAINING.

153

SPOT CLEAN ALL WALL, LIGHT SWITCHES &amp; DOORS.

153

SANITIZE TELEPHONES INCLUDING EAR &amp; MOUTH PIECES.

153

DUST &amp; SPOT CLEAN ALL FURNITURE, FIXTURES, EQUIPMENT &amp; ACCESSORIES.

153

CLEAN EXTERIOR OF CABINETS &amp; COUNTER TOPS.

153

USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.

153

DAMP WIPE WASTE CONTAINERS AS NEEDED. REPLACE LINER AS NEEDED AND PUT THE CONTAINER BACK.

102

DUST LOW AREAS &amp; HIGH AREAS WHICH ARE WITHIN NORMAL REACH.

102

DUST OR VACUUM VENETIAN BLINDS.

19

SURFACE CLEAN CARPETS USING A SPIN CLEAN PAD

7

HOT WATER EXTRACT CARPETING, USING HIGH PRESSURE EXTRACTION EQUIPMENT.

1

VACUUM ALL CARPETED TRAFFIC LANE AREAS.

51

CORRIDOR/OFFICES

CONCRETE

1,000

\$0.00

0

0

## CLEANING SPECIFICATION

VERSION A FOR ROOM TYPE=CORRIDOR/OFFICES AND FLOOR TYPE=CONCRETE

CLASS ROOM

CARPET

1,000

\$15.53

685

88

## CLEANING SPECIFICATION

FIG.27B

BUILDING ROOM/ROOM TYPES DETAILS

ROOM TYPE	FLOOR TYPE	SQ. FT.	COST/SQ. FT.	PRODUCTIVITY	QUALITY
-----------	------------	---------	--------------	--------------	---------

VERSION B FOR ROOM TYPE=COPY ROOM AND FLOOR TYPE=CARPET

ACTIVITY  
FACILITY

SPOT CLEAN ALL WALLS, LIGHT SWITCHES & DOORS.

255

USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.

255

CLEAN CHALK BOARDS WITH ERASER & CLEAN OUT CHALK TRAY.

255

DAMP CLEAN & SANITIZE TABLE TOPS.

255

EMPTY THE TRASH INTO THE TRASH CART. REPLACE THE LINERS IF THEY ARE TORN OR SOILED.

255

SANITIZE TELEPHONES INCLUDING EAR & MOUTH PIECES.

255

DETAIL VACUUM CARPETED FLOORS, CORNERS & EDGES.

255

PROVIDE SUPERVISION TO ENSURE COMPLIANCE WITH SPECIFICATIONS & ONGOING TRAINING.

255

SPOT CLEAN BACKS & SEAT OF CHAIRS.

204

DAMP WIPE WASTE CONTAINERS AS NEEDED. REPLACE LINER AS NEEDED & PUT THE CONTAINER BACK.

164

DUST LOW AREAS & HIGH AREAS WHICH ARE WITHIN NORMAL REACH.

153

DUST OR VACUUM VENETIAN BLINDS.

51

SURFACE CLEAN CARPETS USING A SPIN CLEAN PAD.

9

HOT WATER EXTRACT CARPETING, USING HIGH PRESSURE EXTRACTION EQUIPMENT.

3

FIG. 27C

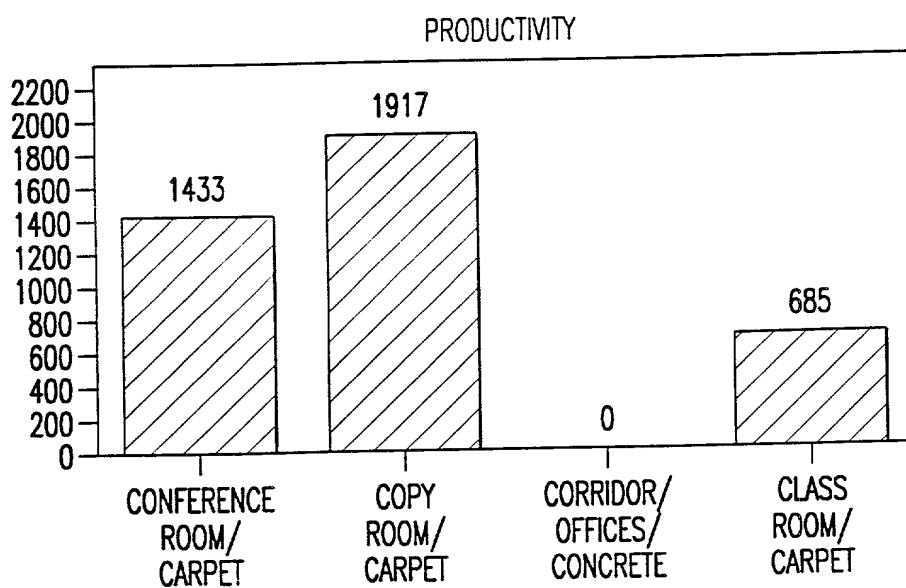
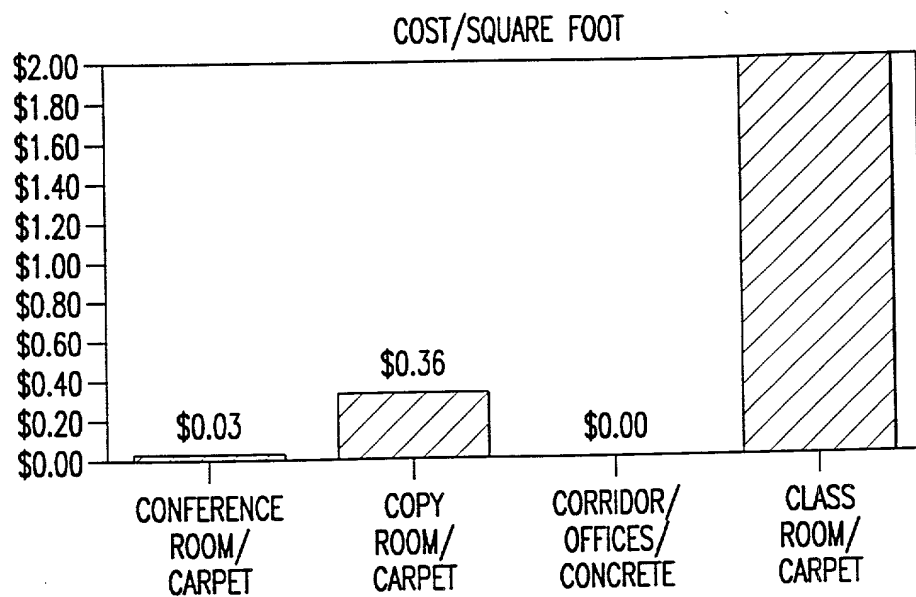


FIG.28A



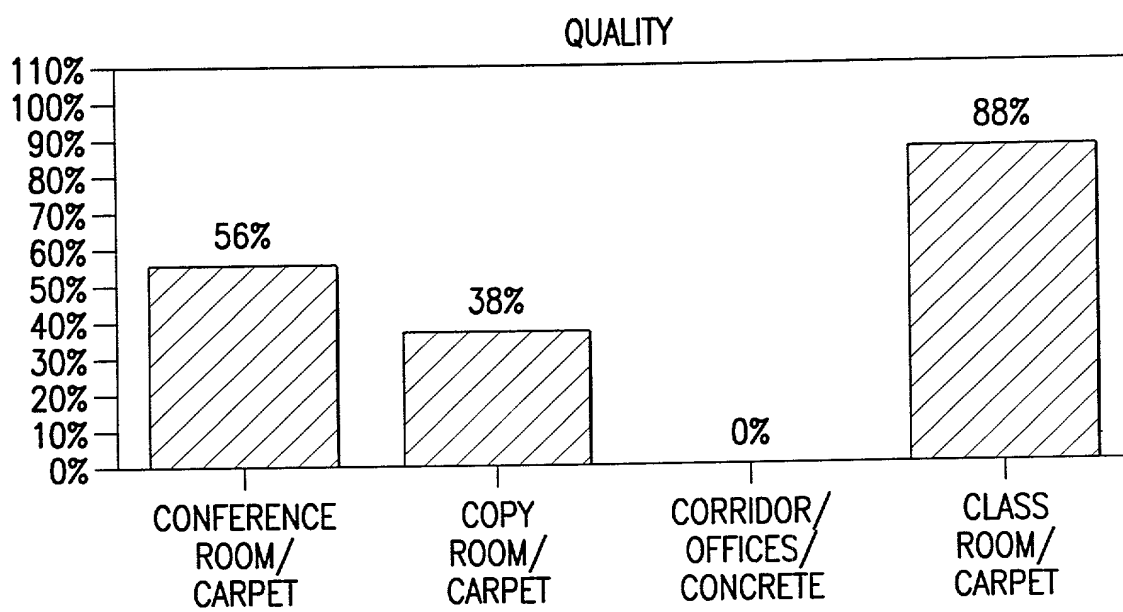


FIG.28B

## BUILDING REPORT

<b>BUILDING INFORMATION</b> BUILDING NAME: BUILDING NAME 1 ADDRESS LINE 1: 5 BUILDING STREET ADDRESS LINE 2: SUITE bu5 STATE: MD ZIP CODE: 22535	<b>PARENT RELATIONSHIP</b> CLIENT NAME: CLIENT NAME 1 CUSTOMER NAME: CUSTOMER NAME 1 PORTFOLIO NAME: PORTFOLIO NAME 1 SITE NAME: SITE NAME 1
<b>BUILDING COST INFORMATION</b> TOTAL SUPPLY EXPENSE: \$1,000.00 TOTAL LABOR COST: \$15,723.07	<b>BUILDING INDUSTRY INFORMATION</b> INDUSTRY TYPE: OFFICE TAXES, INS, H/W, VAC., SICK %: 3.00 UNIFORMS %: 2.20 EQUIPMENT %: 3.40 SUPPLIES %: 1.00 PAPER & CONSUMABLES %: 10.00 OVERHEAD EXPENSES %: 3.00 PROFIT MARKUP OVER COSTS %: 3.00
<b>BUILDING SUMMARY INFORMATION</b> TOTAL SQUARE FEET: 3,000 AVERAGE COST/SQUARE FOOT: \$3.98 AVERAGE PRODUCTIVITY RATING: 1,008.75 AVERAGE QUALITY RATING: 45.50	<b>BUILDING WAGE INFORMATION</b> WAGE RATE: \$8.00

BUILDING ROOM/ROOM TYPES DETAILS					
ROOM TYPE	FLOOR TYPE	SQ. FT.	COST/SQ. FT.	PRODUCTIVITY	QUALITY
CONFERENCE ROOM	CARPET	500	\$0.03	1433	56
COPY ROOM	CARPET	500	\$0.36	1917	38
CORRIDOR/OFFICES	CONCRETE	1,000	\$0.00	0	0
CLASS ROOM	CARPET	1,000	\$15.53	685	88

FIG.29

CLIENT NAME: CLIENT NAME 1  
 CUSTOMER NAME: CUSTOMER NAME 1  
 PORTFOLIO NAME: PORTFOLIO NAME 1  
 SITE NAME: SITE NAME 1  
 BUILDING NAME: BUILDING NAME 1

TOTAL ROUTINE COST \$33,318.02      AVG. ROUTINE COST/SQ. FOOT \$11.11      AVG. QUALITY 45.0%

TOTAL SQUARE FOOTAGE 3,000      AVG. STAFF PRODUCTIVITY 786.7      SUPPLY EXPENSE \$1,000.00

ROOM/FLOOR TYPE	SQ. FT.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
CLASS ROOM/CARPET	1000	92		84	79	73	68	65	61	57	51	47	42	35	29	23	19	16	13	0	0
CONFERENCE ROOM/CARPET	500	98	93	88	82	78	72	67	61		50	45	41	38	33	27	22	16	12	9	3
COPY ROOM/CARPET	500	88	83	78	73	69	64	59	54	49	43		35	30	27	23	18	14	11	9	7
CORRIDOR/OFFICES/CONCRETE	1000		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FIG. 30

## COST SUMMARY REPORT

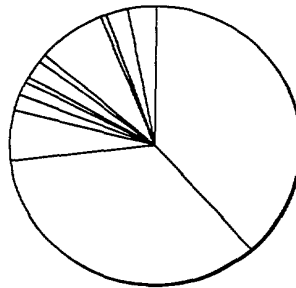
	WAGE	TOTAL ANNUAL HOURS	BENEFIT %	FULL TIME EQUIVALENCY	SHIFT DURATION	HEAD COUNT
ANNUAL ROUTINE	8	1548.97	3%	.74	2	2.96
ANNUAL WEEKEND	5.45	2080	3%	1.00	4	2.00
ANNUAL DAY STAFF	5	120	3%	0.06	4	0.12
ANNUAL MANAGEMENT	27	48	3%	0.02	0	0.02
ANNUAL OTHER	6.35	100	3%	0.05	5	0.08
<b>TOTAL ANNUAL</b>	<b>10.36</b>	<b>3896.97</b>	<b>3%</b>	<b>1.87</b>		<b>5.18</b>

	BUILDING	% OF BID	COST	
ROUTINE LABOR		38.31%	\$12,763.51	
WEEKEND LABOR		35.04%	\$11,676.08	
DAY STAFF LABOR		1.85%	\$618.00	
MANAGEMENT LABOR		4.01%	\$1,334.88	
OTHER LABOR		1.96%	\$654.05	
UNIFORM	2.2%	1.73%	\$577.69	
EQUIPMENT	3.4%	2.68%	\$892.80	
SUPPLIES	1%	0.79%	\$262.59	
PAPER & CONSUMABLES	10%	7.88%	\$2,625.88	
OVER HEAD	3%	2.83%	\$942.16	
PROFIT	3%	2.91%	\$970.43	

\$/SQUARE FOOT: \$11.11

\$/HOUR: \$8.55

**ANNUAL BID TOTAL: \$33,318.02**



- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> ROUTINE LABOR       | <input type="checkbox"/> WEEKEND LABOR | <input type="checkbox"/> DAY STAFF LABOR | <input type="checkbox"/> MANAGEMENT LABOR |
| <input type="checkbox"/> OTHER LABOR         | <input type="checkbox"/> UNIFORM       | <input type="checkbox"/> EQUIPMENT       | <input type="checkbox"/> SUPPLIES         |
| <input type="checkbox"/> PAPER & CONSUMABLES | <input type="checkbox"/> OVER HEAD     | <input type="checkbox"/> PROFIT          |   |

FIG. 31